

CLEANUP COOPERATIVE AGREEMENT WORK PLAN

Planters Oil Mill Revitalization Project Rocky Mount, North Carolina

1.0 INTRODUCTION

1.1 PROJECT DESCRIPTION, GOALS AND OBJECTIVES

Edgecombe County continues to suffer the effects of Hurricane Floyd and has been one of the hardest hit counties by the economic downfall of the tobacco and textile industries. The Planter's Oil Mill site has been abandon for well over ten years and continues to be not only an unproductive site but an eyesore and detriment to economic growth. This project will help to remove a major blight from the community and increase the tax base in a county where the small tax base means increased tax rates.

The revitalization of the Planter's Oil Mill will also help to beautify a major thoroughfare into the City. The Revitalization plan began over ten years ago and hit a major roadblock when the owners of the Planters Oil Mill refused to remediate their property. Removing the eyesore and remeditaing the site will pave the way for a manufacturing company who is interested in the property. This Brownfield grant award will be used to remove a barrier to progress in a worthwhile economic stimulus for Rocky Mount.

1.2 ORGANIZATIONAL STRUCTURE

The grant will be administered by the City's Department of Planning and Development (Planning Dept.). Vanessa McCleary will serve as the project manager for the grant and oversee all work done on the grant. For the past 10 years Ms. McCleary has managed the City's CDBG, Section 108, HOME and the Lead Hazard Reduction grant programs. For the last two years Ms. McCleary has successfully administered a Brownfield Assessment and a Brownfield Clean-up Grant. She is very knowledgeable with federal and state environmental guidelines as well as federal procurement provisions of 40CFR31.36. For all technical work associated with the grant, the City of Rocky Mount will use a consultant to ensure proper procedures are followed. All technical work will be approved by the City of Rocky Mount and coordinated by Mrs. McCleary.

The Planning and Development Department will coordinate efforts with other City departments to insure a system of checks and balances. The City's Finance Department will coordinate the financial aspects of the program implementation including procurement, payments, accounting and financial records. The program will be audited through the internal audit process and external audit (conducted annually). In addition the City will provide files and records for external audits as required and requested by the EPA.

2.0 PROJECT TASK DESCRIPTIONS

2.1 PROJECT MANAGEMENT AND REPORTING

2.1.A Project Management

Those activities necessary to manage the project in accordance with the work plan and all required statutes, circulars, terms & conditions, including establishment and maintenance of necessary cooperative agreement records and files; financial management, project oversight, and attendance at necessary project meetings will be coordinated through the City's Planning and Development Department.

2.1.A.1. Task Objective

2.1.A.1.a To administer the Brownfields Clean-up grant in compliance with Federal and EPA guidelines.

2.1.A.1.b Completing the project within a two year time period

2.1.A.2. Task Leader

2.1.A.2.a Vanessa B. McCleary, Community Development Administrator

2.1.A.2.b Vanessa B. McCleary, Community Development Administrator

2.1.A.3. Estimated Cost

2.1.A.3.a \$6,000 for travel to Environmental Funds Manager training

2.1.A.3.b In-Kind

2.1.A.4. Project Milestones

2.1.A.4.a Brownfield Training completed and resource contacts made

2.1.A.4.b Environmental Consultant secured

2.1.A.5. Measures of Success

2.1.A.5.a Workplan approved

2.1.A.5.b Clean-up work begins on schedule

2.1.A.6. Deliverables

2.1.A.6.a Detailed Quarterly Progress reports

2.1.A.6.b Contract awarded for Clean-up work

2.1.A.7. Estimated Submittal or Completion Dates

2.1.A.7.a Final report submitted with no further action letter from the State obtained by September 2010

2.1.A.7.b Project completed by September 2010

2.1.B Periodic Reporting

The City will comply with all reporting requirements including: Quarterly Progress Reports within 30 days of the end of each federal fiscal quarter; MBE/WBE reports at least quarterly; Financial Status reports at least annually; Property Profile Form for the site within 30 days of cooperative agreement award, updated at end of project or sooner if significant activity occurs. The City will also submit a final report to the EPA Project Officer within 90 calendar days after the expiration or termination of the award. The final report will contain the a program summary including: summary of quarterly progress reports, final financial status, final MBE/WBE report, updated property profile form and before and after pictures of the site cleanup.

2.1.B.1. Task Objective

2.1.B.1.a Submit all required reports per grant guidelines

2.1.B.2. Task Leader

2.1.B.2.a Vanessa B. McCleary, Community Development Administrator

2.1.B.3. Estimated Cost

2.1.B.3.a In-kind

2.1.B.4. Measures of Success

2.1.B.4.a Reports submitted before the due dates

2.1.B.5. Deliverables

2.1.B.5.a Public Involvement Plan, Site Planning, Quarterly Progress Reports, MBE/WBE reports, Financial Status Reports, Property Profile Form, etc..

2.1.B.6. Estimated Submittal or Completion Dates

2.1.B.6.a Per grant guidelines

2.1.C Contractor Procurement

Describe how and when you will procure any necessary contractors in accordance with your procurement procedures and with 40 CFR Part 30 *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-profit Organizations* or 40 CFR Part 31 *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*.

2.1.C.1. Task Objective

2.1.C.1.a Develop a new contract for the POM site for Hart & Hickman, PC (Environmental Consultant) to manage the clean-up project

2.1.C.1.b Secure contractors to complete the clean-up

2.1.C.2. Task Leader

2.1.C.2.a Delton Farmer, Purchasing Manager

2.1.C.2.b Delton Farmer, Purchasing Manager

- 2.1.C.3. Estimated Cost
 - 2.1.C.3.a. In-Kind
 - 2.1.C.3.b. In-Kind
- 2.1.C.4. Project Milestones
 - 2.1.C.4.a. Prepared and approved contracts for Environmental Consultant
 - 2.1.C.4.b. RFP prepared and approved to solicit Clean-up Contractor
- 2.1.C.5. Measures of Success
 - 2.1.C.5.a. Environmental Consultant under contract
 - 2.1.C.5.b. Several bids submitted for a Clean-up Contractor
- 2.1.C.6. Deliverables
 - 2.1.C.6.a. Contract in compliance with federal/City guidelines
 - 2.1.C.6.b. Contract in compliance with federal/City guidelines
- 2.1.C.7. Estimated Submittal or Completion Dates
 - 2.1.C.7.a. October 31, 2008
 - 2.1.C.7.b. June 30, 2009

2.2 PUBLIC INVOLVEMENT

Purpose is to perform public involvement, consistent with the Cleanup Grant Proposal submitted and the Cooperative Agreement Terms and Conditions. The Planters Oil Mill Project has been a public project from the onset. The City intends to keep the public fully informed as the project progresses addressing concerns and encouraging public involvement.

2.2.A Public Involvement Plan

This has been a public project from its inception and will continue to be with an advisory committee made up of stakeholders. Providing opportunities for public participation in the revitalization planning process will serve as a model for incorporating the history of various areas and diverse groups within those areas in planning and development not only in Rocky Mount but also in other cities throughout the state and nation. Public meetings will be held at least quarterly to discuss project progress. Information will be disseminated via newspaper, churches, civic groups and the internet. Currently, the City website allows for regular update e-mails to be sent when new information regarding a particular subject is added. Various Civic groups and individuals have already provided their email address and receive these updates as they occur.

- 2.2.A.1. Task Objective
 - 2.2.A.1.a. Develop policies and procedures for disseminating information regarding the Planters Oil Mill Project to include the location of documents available for public review and the spokesperson for the project
 - 2.2.A.1.b. Establish a Planters Oil Mill page on the City website
 - 2.2.A.1.c. Develop a media campaign for regular public updates
 - 2.2.A.1.d. Establish Quarterly update meetings

2.2.A.1.e. Submit Public Involvement Plan to EPA

2.2.A.2. Task Leader

2.2.A.2.a. Vanessa B. McCleary, Community Development Administrator

2.2.A.2.b. John Cook, WebMaster

2.2.A.2.c. Megan Hanks, Public Affairs Administrator

2.2.A.2.d. Vanessa B. McCleary, Community Development Administrator

2.2.A.2.e. Vanessa B. McCleary, Community Development Administrator

2.2.A.3.

2.2.A.4. Estimated Cost

2.2.A.4.a. In-kind

2.2.A.4.b. In-Kind

2.2.A.4.c. In-Kind

2.2.A.4.d. In-Kind

2.2.A.4.e. In-Kind

2.2.A.5. Project Milestones

2.2.A.5.a. Policy and Procedures reviewed by City Manager's Office and advisory committee

2.2.A.5.b. Webpage formatted

2.2.A.5.c. Publicity Plan reviewed by City Manager's Office and advisory committee

2.2.A.5.d. Space secured for quarterly meetings

2.2.A.5.e. EPA approval of the Public Involvement Plan

2.2.A.6. Measures of Success

2.2.A.6.a. City staff is aware of how to handle public inquiries regarding the Planters Oil Mill project

2.2.A.6.b. Webpage is utilized by the public as evidenced by e-mail inquiries and webpage hits

2.2.A.6.c. Publicity Plan is approved by the advisory committee

2.2.A.6.d. 1st Public meeting held with good attendance

2.2.A.6.e. EPA approval of the Public Involvement Plan

2.2.A.7. Deliverables

2.2.A.7.a. Planters Oil Mill Publicity policies and procedures

2.2.A.7.b. Webpage to include the Planters Oil Mill Revitalization Plan

2.2.A.7.c. Publicity Plan

2.2.A.7.d. 1st Public meeting scheduled

2.2.A.7.e. Public Involvement Plan

2.2.A.8. Estimated Submittal or Completion Dates

2.2.A.8.a. September 30, 2008

2.2.A.8.b. November 30, 2008

2.2.A.8.c. October 31, 2008

2.2.A.8.d. September 30, 2008

2.2.A.8.e. September 30, 2008

2.2.B Public Notice and Comment

The City of Rocky Mount will publish notice of availability of the draft Analysis of Brownfields Cleanup Alternatives (ABCA) (or equivalent) and the proposed cleanup plan for a public comment period of 30 days, and summarize any significant comments received and how they are addressed in the Final Cleanup Plan. The City will provide to all property owners in the project area a plain language "fact sheet" as part of the Public Notice. The plain language fact sheet will also be available on the Planters Oil Mill webpage.

2.2.B.1. Task Objective

2.2.B.1.a. Establish a spokesperson for the Planters Oil Mill Project

2.2.B.1.b. Develop a format for plain language Fact Sheets

2.2.B.2. Task Leader

2.2.B.2.a. Vanessa B. McCleary, Community Development Administrator

2.2.B.2.b. Environmental Consultant

2.3 CLEANUP PLANNING

2.3.A ESA & NHPA

The City of Rocky Mount developed a Revitalization Plan for the Clark Branch neighborhood where the Planters Oil Mill is located. The plan for revitalization was developed over 10 years ago and most of the plan was implemented except the Planters Oil Mill site which was left untouched due to hostile negotiations with the family. With the recent acquisition of the property by the City, a Phase I was completed. The Phase I includes: the location of the project area, any threatened or endangered species or habitat which may be affected by the project. The site to be addressed in the clean-up is vacant land.

2.3.A.1. Task Leader

Vanessa B. McCleary, Community Development Administrator

2.3.A.2. Estimated Cost

2.3.A.2.a. In-Kind

2.3.A.2.b. In-Kind

2.3.A.3. Project Milestones

2.3.A.3.a. Prepare and submit ESA

2.3.A.3.b. Prepare and submit NHPA

2.3.A.4. Measures of Success

2.3.A.4.a. Complete ESA

2.3.A.4.b. Complete NHPA

2.3.A.5. Deliverables

2.3.A.5.a. ESA

2.3.A.5.b. NHPA

- 2.3.A.6. Estimated Submittal or Completion Dates
Quarter 1 and on-going

2.3.B Final Cleanup Plan

- 2.3.B.1. Task Objective
 - Prepare Final Cleanup Plan, including Quality Assurance Project Plan (QAPP) and Health & Safety Plan, that incorporates NCDENR, USEPA and public comments into Final Cleanup Plan for publication.
- 2.3.B.2. Task Leader
- 2.3.B.3. Environmental Consultant
- 2.3.B.4. Estimated Cost
 - 2.3.B.4.a. \$8,000
 - 2.3.B.4.b. 0
 - 2.3.B.4.c. \$2,000
- 2.3.B.5. Project Milestones
 - 2.3.B.5.a. Prepare Draft Cleanup Plan, including engineering controls.
 - 2.3.B.5.b. Submit Draft Cleanup Plan to NCDENR and USEPA for review and comments
 - 2.3.B.5.c. Prepare Final Cleanup Plan
- 2.3.B.6. Measures of Success
 - 2.3.B.6.a. Minimal revisions to Draft Plan
 - 2.3.B.6.b. Minimal comments from NCDENR
 - 2.3.B.6.c. Final Cleanup Plan prepared
- 2.3.B.7. Deliverables
 - 2.3.B.7.a. Draft Cleanup Plan
 - 2.3.B.7.b. Response to NCDENR and USEPA comments
 - 2.3.B.7.c. Final Cleanup Plan
- 2.3.B.8. Estimated Submittal or Completion Dates
 - 2.3.B.8.a. One month after ABCA approval
 - 2.3.B.8.b. Two months after ABCA approval
 - 2.3.B.8.c. Three months after ABCA approval

2.3.C

2.4 CLEANUP PERFORMANCE AND COMPLETION

2.4.A Cleanup Activities

- 2.4.A.1. Task Objective
 - Complete cleanup of the Planters Oil Mill in accordance with the approved ABCA and Final Cleanup Plan
- 2.4.A.2. Task Leader
 - Environmental Consultant
 - Estimated Cost
 - 2.4.A.2.a. \$5,000
 - 2.4.A.2.b. \$137,000
 - 2.4.A.2.c. \$25,000
 - 2.4.A.2.d. \$2,000
- 2.4.A.3. Project Milestones
 - 2.4.A.3.a. Mobilize contractor to Site.
 - 2.4.A.3.b. Complete implementation of the Final Cleanup Plan including excavation and disposal of impacted materials to the appropriate disposal facility.
 - 2.4.A.3.c. Complete backfill and site restoration
 - 2.4.A.3.d. Demobilization from site
- 2.4.A.4. Measures of Success
 - 2.4.A.4.a. Contractor arrives on site prepared to begin project.
 - 2.4.A.4.b. Excavation begins and continues smoothly.
 - 2.4.A.4.c. Impacted soils are transported offsite and disposed properly.
 - 2.4.A.4.d. Approved local borrow source is identified.
 - 2.4.A.4.e. Backfill and site restoration is performed without complication.
- 2.4.A.5. Deliverables
 - 2.4.A.5.a. Contractor on Site
 - 2.4.A.5.b. Excavation of impacted soils
 - 2.4.A.5.c. Transport and disposal of impacted soils.
 - 2.4.A.5.d. Backfill and site restoration complete
- 2.4.A.6. Estimated Submittal or Completion Dates
 - 2.4.A.6.a. Two months after Final Cleanup Plan Approved
 - 2.4.A.6.b. Two months after Final Cleanup Plan Approved
 - 2.4.A.6.c. Three months after Final Cleanup Plan Approved
 - 2.4.A.6.d. Three months after Final Cleanup Plan Approved

2.4.B Confirmation Sampling

- 2.4.B.1. Task Objective
 - Collect and analyze confirmatory soil samples in support of the cleanup or to confirm cleanup standards have been met in accordance with the QAPP.
- 2.4.B.2. Task Leader
 - Environmental Consultant
- 2.4.B.3. Estimated Cost
 - 2.4.B.3.a. \$25,000

- 2.4.B.3.b. \$3,000
- 2.4.B.3.c. \$2,000
- 2.4.B.4. Project Milestones
 - 2.4.B.4.a. Collect and analyze samples as outlined in the Final Cleanup Plan and QAPP.
 - 2.4.B.4.b. Receive and review soil sample analytical results
 - 2.4.B.4.c. Incorporate analytical results into Final Cleanup Report.
- 2.4.B.5. Measures of Success
 - 2.4.B.5.a. Samples collected without complications
 - 2.4.B.5.b. Analytical results received with no QA problems
 - 2.4.B.5.c. Analytical section of Final Cleanup Report compiled
- 2.4.B.6. Deliverables
 - 2.4.B.6.a. Field notes and sampling logs
 - 2.4.B.6.b. Sample analytical results received from laboratory
 - 2.4.B.6.c. Analytical section of Final Cleanup Report completed
- 2.4.B.7. Estimated Submittal or Completion Dates
 - 2.4.B.7.a. Two months After Final Cleanup Plan Approved
 - 2.4.B.7.b. Three months After Final Cleanup Plan Approved
 - 2.4.B.7.c. Four months After Final Cleanup Plan Approved

2.4.C Final Cleanup Report

- 2.4.C.1. Task Objective
 - Prepare and submit Final Cleanup Report or other documentation that shows cleanup is complete and meets the cleanup standards identified in the Final Cleanup Plan, and that any required institutional, land use or engineering controls are in place.
- 2.4.C.2. Task Leader
 - Environmental Consultant
- 2.4.C.3. Estimated Cost
 - 2.4.C.3.a. \$2,000
 - 2.4.C.3.b. \$6,000
 - 2.4.C.3.c. \$2,000
- 2.4.C.4. Project Milestones
 - 2.4.C.4.a. Compile all project data including transportation and landfill manifests, confirmatory sample analytical results, personnel and equipment daily records, copies of HASP daily meeting records, sampling equipment calibration records.
 - 2.4.C.4.b. Prepare Draft Cleanup Report
 - 2.4.C.4.c. Prepare Final Cleanup Report
- 2.4.C.5. Measures of Success
 - 2.4.C.5.a. All data available and in order.
 - 2.4.C.5.b. Draft Report approved
 - 2.4.C.5.c. Final Report Prepared and submitted
- 2.4.C.6. Deliverables
 - 2.4.C.6.a. Compilation of all project data

- 2.4.C.6.b. Draft Cleanup Report
 - 2.4.C.6.c. Final Cleanup Report
- 2.4.C.7. Estimated Submittal or Completion Dates
 - 2.4.C.7.a. Four months After Final Cleanup Plan Approval
 - 2.4.C.7.b. Five months After Final Cleanup Plan Approval
 - 2.4.C.7.c. Six months After Final Cleanup Plan Approval

3.0 SCHEDULE AND DELIVERABLES

DUE DATE	ITEM	PO	STATE	GRANTS	FINANCE
September 08	Commence Cleanup Grant	X			
Quarterly	Quarterly Progress Report (submitted at end of each Federal Quarter)	X			
October 08	Select Environmental Consultant	X			
October 08	Public Involvement Plan	X			
October 08	ESA/NHPA Letter	X			
October 08	Property Profile Form (and as needed)	X			
March 09	Draft Cleanup Plan	X			
May 09	Final Cleanup Plan	X	X		
June 09	Select Cleanup Contractor	X			
July 09	Initiate Cleanup Activities	X			
August 09	Complete Cleanup Activities	X			
August 09	Confirmation Sampling	X			
October 09	Final Cleanup Report	X	X		
September '10	Final Financial Status Report	X(copy)		X	
September '10	Closeout Reports	X(copy)		X	
As needed but at least quarterly	Requests for Reimbursement	X(copy)			X
Continue with list as necessary, ensuring all project-related milestones, activities and accomplishments are included.					

4.0 BUDGET

4.1 PROJECT BUDGET

Only those tasks & activities funded with EPA funds and/or required cost share

Budget Categories	Task 1 – Project Management	Task 2 – Public Involvement	Task 3 – Cleanup Planning	Task 4 – Cleanup Performance and Completion	Total
Personnel					
Fringe Benefits					
Travel	\$ 3,000				\$ 3,000
Equipment					
Supplies					
Contractual	\$ 13,000	\$ 5,000	\$ 10,000	\$209,000	\$237,000
Other					
Total Direct Charges					
Indirect Costs (%)	Ineligible Costs for Brownfields Cooperative Agreements				
Total	\$16,000	\$5,000	\$10,000	\$209,000	\$240,000

Budget Narrative

The Cleanup Grant Budget for the former Planter's Oil Mill is based on excavating, transporting & disposing up to 2,700 tons of soil contaminated with hexane offsite, removing remaining USTs and associated contaminated soil at the site, and using in-situ chemical oxidation and ORC-A treatment on up to 200 cubic yards of hexane soil and ground water by placing the oxidant and ORC-A directly into excavations with residual contamination. Costs include confirmation testing of soil and ground water for organics and metals, and the evaluation of vapor intrusion from VOCs in ground water. Costs assume that elevated metals associated with the former fertilizer warehousing operations will be addressed through capping with new building foundations or asphalt paving during redevelopment. Costs assume that ground water will not require active remediation. Project management costs include quarterly reporting, community relations, and coordination with EPA and State regulatory agencies.